



File Size FAQs

Q	Does the system have a file upload size limit?
A	Yes, currently the system allows you to upload files up to 100MB in size in Communities, however larger files take more time and may cause problems. Generally Courses have a size limit of 2MB but this can be modified by the instructor on a course-by-course basis (not to exceed 100MB). It is better to understand how to make your files as small as possible before trying to upload them.
Q	My file isn't close to the limit, yet I am still having problems, why?
A	The system is based on the Moodle platform which, by itself, is not responsible for handling file uploads. Sometimes settings for the server, Moodle, and even the location where you are placing the file (course or activity level) can affect the upload. If you cannot get your file to upload you may need to contact the technical support staff via e-mail at: NDMSHelpdesk@hhs.gov
Q	I have a lot of graphics (pictures) in my file, how should I save the files to make them smaller and yet still look good?
A	<p>Since files are primarily viewed over the web in a browser, you should save all graphic files as one of the following file types in order to limit the size and provide the best quality:</p> <ul style="list-style-type: none">• .jpg• .png• .gif <p>When you create drawings, charts, or save photos, try to save them in one of the formats listed above and then inserting them into your documents.</p>
Q	All my graphics are .bmp files, is that OK?
A	BMP files tend to be very large, when used in PowerPoint, Word, or other files it makes the overall size of the file very large. It is not recommended that you use this type of graphic file, if at all possible. When you create drawings or save photos, try to save them in one of the formats listed above.

Q	Which file format should I use for what?
A	<p>Here are some guidelines to use when you are creating your own graphics to use in a course.</p> <ul style="list-style-type: none"> • .jpg – use for full-color photographs or illustrations with a full range of color gradients, transparency is not possible so you cannot use .jpg files as a background very well. • .png – use this for line art, clip art, logos, graphical text and other images with lots of solid lines and little or no gradated color variations, transparency is possible with .png files however, animated .png files may not work in all browsers. • .gif – use for the same purposes as .png files, but the file size is usually somewhat larger than for .png files. Transparency is supported and animated .gifs usually will work with most browsers. (Flash or .swf files for animation is preferred as file sizes are usually smaller)
Q	What about videos?
A	<p>Although any of the file types listed below are supported by Moodle (some may require additional plug-ins be installed before they work), the recommended file type is Flash video (.flv).</p> <ul style="list-style-type: none"> • .mp3 - MPEG Audio Stream, Layer III • .swf - Macromedia Flash Format File (Adobe, Inc.) • .mov - QuickTime Video Clip (Apple Computer, Inc.) • .wmv - Windows Media File (Microsoft) • .mpg - MPEG Animation • .avi - Audio Video Interleave File • .flv - Flash Video File (Macromedia, Inc.) [RECOMMENDED FILE TYPE] • .ram - RealMedia Metafile (RealNetworks, Inc.) • .rpm - RealMedia Player Plug-in (RealNetworks) • .rm - RealMedia Streaming Media (Real Networks, Inc.) • .mp4 • .m4v • .ogg • .ogv